



## Job Opportunity Bulletin

### Office Assistant (General)

**Tenure/Timebase:** Permanent/Intermittent  
**Work Hours:** Flexible, between 8:00 am – 5:00 pm  
**Office/Location:** California Commission on Teacher Credentialing  
Certification, Assignments & Waivers Division  
1900 Capitol Avenue  
Sacramento, CA 95814-4213  
**Monthly Salary:** \$2006-2679/month  
**Final Filing Date:** February 7, 2007  
**Contact:** Gary Chapman (916) 445-2516

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#### DUTIES:

Under supervision of the Office Services Supervisor II, the Office Assistant (General) is responsible for the following:

- Proofread completed credential application request packages and mail out computer generated credentials, duties includes:

Each package is proofread for:

- ✓ application form completed correctly;
  - ✓ ensure name on credential matches the request and spelling is correct;
  - ✓ social security number on the application matches the credential;
  - ✓ fingerprint clearance is attached and matches the application, if applicable;
  - ✓ ensure the date on the credential is correct;
  - ✓ ensure confidential information is not mailed out;
  - ✓ purge appropriate documents;
  - ✓ ensure restriction of credential has been documented on the credential;
  - ✓ and ensure the correct type of credential has been issued.
- Stuff envelopes and mail out individual credentials to each applicant. In addition, bulk mail documents to counties and the appropriate institutions.
  - Flip through each page of the application package to ensure credential copies are filed in numerical order.
  - Batch in bundles and place in a box.
  - Sort and assemble daily batches of applications and documents.
  - Key enters data into Credential Automated System Enterprise (CASE).
  - Receives and sorts all credential-related material by type. Opens mail and assembles into standard format. Verifies that the amount of the check is appropriate for the transaction requested by the applicant.
  - Process the simplest types of credential applications; i.e., 30 day substitute, clear to clear renewals, five year preliminary and professional clear credentials that have the recommendation of an institution of higher education, and input the data into the Credential Automated System Enterprise (CASE) system.

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**CONDITIONS OF EMPLOYMENT:** Fingerprint Clearance is required.

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#### DESIRABLE QUALIFICATIONS:

- Demonstrated ability to be punctual and have good attendance
- Ability to work independently with minimal supervision
- Dependable with good work habits and the ability to follow oral and written directions
- Ability to learn detailed information quickly
- Ability to establish good working relationships and communicate effectively with staff at all levels and with the public

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#### WHO MAY APPLY:

Individuals who possess the desirable qualifications listed above, and are currently at the above classification or who have list, transfer, or reinstatement eligibility to the Office Assistant (General) classification. The appointment is subject to the State Restriction of Appointment (SROA).

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#### IMPORTANT NOTE:

Interested applicants must submit a State Application form, STD 678, to the above address, Attention: Gary Chapman. All applications must clearly indicate the basis of their eligibility (*i.e.*, SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) and include RPA No. 07-164. The applications will be screened and only the most qualified applicants will be invited for an interview.

*The California Commission on Teacher Credentialing is an Equal Opportunity Employer to all regardless of race, color, creed, national origin, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.*